

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>LORETO MA. THERESA P.</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>LEYTE STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>LEYTE STATE UNIVERSITY</b>	
4. DEPT./BRANCH/DIVISION <b>PURE AND APPLIED CHEMISTRY</b>		5. WORK STATION/PLACE OF WORK <b>DAYDAY, LEYTE</b>	
6a. PRES. APPRO. ACT/ <input checked="" type="checkbox"/> BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.:  7b. OTHER COMPENSATION: <b>PERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>ASSISTANT PROFESSOR II</b>		9. WORKING PROPOSED TITLE <b>ASSISTANT PROFESSOR II</b>	
10. WAPCO CLASSIFICATION OF THIS POSITION <b>ASSISTANT PROFESSOR II</b>		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]  <div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : <b>DUTIES</b>			
<div style="display: flex;"> <div style="width: 10%; text-align: right;">           90% 5% 5% 100%         </div> <div style="width: 90%;">           1. To teach major and general chemistry subjects of the university            2. To help implement research and extension activities of the dept.            3. To do other related activities of the department.         </div> </div>			

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <b>ANDRESITO D. ACABAL - DoFAG Head</b>	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <b>EDGSRDO E. TULIN - Director, OGI</b>																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than ( 7 ) list only by their item nos. and titles)  <b>NA</b>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>  <b>computer, OHP, balances, glasswares, etc.</b>																													
<b>18. CONTACT</b> <table style="width: 100%;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[x]</td></tr><tr><td>Other Agencies</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr><tr><td>Supervisors</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr><tr><td>Management</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr></tbody></table>		Occasional	Frequent	General Public	[ ]	[x]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	<b>19. WORKING CONDITION</b> <table style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[x]</td></tr><tr><td>Field work</td><td style="text-align: center;">[ ]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[ ]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[ ]</td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;">[ ]</td></tr></tbody></table>	Normal Working Condition	[x]	Field work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Other's (Specify)	[ ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"><div style="width: 45%; text-align: center;"><hr style="width: 80%; margin: 0 auto;"/> Date</div><div style="width: 45%; text-align: center;"> <b>MA. THERESA P. LORETO</b> Signature of Employee</div></div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b>  <b>Instruction, Research &amp; Extension</b>																													
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<b>23.a</b> Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).  Education: <b>Relevant masteral degree</b>  Experience: <b>2 years of relevant experience; 8 hours of relevant training.</b>																													
<b>23b.</b> Licenses or certificates required to do this work, if any.  <b>NA</b>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"><div style="width: 45%; text-align: center;"><b>6 December 2005</b> Date</div><div style="width: 45%; text-align: center;"> <b>ANDRESITO D. ACABAL</b> Signature and Title of Immediate Supervisor</div></div>																													
<b>25. APPROVED</b>  <div style="display: flex; justify-content: space-between;"><div style="width: 45%; text-align: center;"><hr style="width: 80%; margin: 0 auto;"/> Date</div><div style="width: 45%; text-align: center;"> <b>PACIENCIA P. MILANI</b> Head of Agency</div></div>																													